



JOHN BEL EDWARDS
GOVERNOR

LOUISIANA DEPARTMENT OF PUBLIC SAFETY & CORRECTIONS
PUBLIC SAFETY SERVICES

OFFICE OF STATE FIRE MARSHAL



DANIEL H. WALLIS
STATE FIRE MARSHAL

Fire Prevention Bureau Requirements Checklist

The following documentation is required to be on file at the Louisiana Office of State Fire Marshal (OSFM) to be recognized as a Fire Prevention Bureau (FPB).

- 1 ____ A SPECIAL ORDINANCE, adopted by applicable Parish or City governing authority, which*:
 - organizes and recognizes the FPB;
 - states the head of the FPB is to be the fire chief of the fire department or person designated by the fire chief;
 - states that the FPB will be staffed with qualified individuals pursuant to the OSFM criteria;
 - includes adoption of, as a minimum, the codes adopted and enforced by the OSFM as described in R.S. 40:1563 and in Title 55: Part V: Chapter 1. (May also include optional adoption of a maintenance code, State Uniform Fire Prevention Code as described in RS 40:1578.7);
 - acknowledges that copies of completed inspection reports be filed with OSFM;
 - requires continuing education of inspectors through a OSFM approved training program;
 - recognizes the authority of the OSFM to monitor FPB performance in those functions which would otherwise be performed by the OSFM.

*The items noted above reflect the requirements listed in LA RS 40:1563 C.(2). A statement included in the Special Ordinance which references and accepts these criteria in accordance with or pursuant to LA RS 40:1563 will be acceptable.
- 2 ____ A resolution from the local governing body of the fire department/fire prevention bureau releasing the Louisiana Office of State Fire Marshal and any other State entity from responsibility and liability for inspections conducted by the fire prevention bureau.
- 3 ____ A letter from the Fire Department Chief, on fire department letterhead, to the Office of State Fire Marshal requesting the ability for the fire prevention bureau to conduct fire prevention inspections within the designated service area of the fire department (the geographical description of the fire department's jurisdiction).